

 **Twin Cities LGBTQIA+ Friends AA Gopher State Hospitality Suite 2026**
May 22 - 24**Participation & General Guidelines for Hosting a 2 Hour Time Slot at the Suite**

How do we all help ensure the suite is AMAZING for those needing it with your support?

Coordination

- Groups should designate a liaison from your group to serve as the primary contact with our Steering Committee.
- A Steering Committee member will be assigned to support your group with:
 - Coordination of your room fee gift if applicable
 - Guidance on organizing volunteers for food/beverage and greeters if applicable
 - Provide all event, hotel and suite-related communication

Group Hosting Responsibilities During Your 2-Hour Time Slot**Communication & Safety**

- Report immediately to a Steering Committee member at the event any:
 - Misuse of the suite
 - Safety concerns
 - Guest feedback or complaints
 - Suite damage

Hospitality

- Provide greeters to welcome attendees and share information about your group and any other information provided by the Steering Committee for the suite.
- Ensure greeters also help monitor room safety and cleanliness.

Food & Beverage

- Provide food and beverages for guests suitable for your time slot.
- Setup may begin 10–15 minutes before your time slot.
- Let us know if you need more setup time.
- See the next page for group time slots and suggested items to provide during those times.

Supplies Your Group Should Bring

- Any special service utensils/items for your offerings
- Heating sources (crock pots or Instant Pots only)
- Any special coolers for perishables
- Any additional information on your group you want to provide to event attendees

All Day Items Provided by the Steering Committee

- Large coolers for beverages
- Coffee service with all necessary supplies
- Water
- Standard supplies: paper plates, napkins, plastic utensils, paper towels, trash bags
- Tables, tablecloths, linen, chairs
- Power strips, extension cords

 **Please DO NOT use hotel towels for cleaning.**

Damage to them may result in charges to your group.

Group Hosting Time Slots & Suggested Food/Beverage Offerings

*Please choose one slot and an alternate (ALT).

Meal Period Time Slots

If your group can assist with these crucial times, that would be greatly appreciated.

More than one group can sign up for a meal time slot and we will help groups coordinate.

Saturday May 23

- Breakfast: 8–10am
- Lunch: 12–2pm
- Dinner: 4–6pm

Suggested Food/Beverage

- Choose items suited to the mealtime
- Plan for up to 50 guests per that 2-hour period
- No need to over-plan—when food runs out, that's okay
- Bring any special serving items you'll need

Non-Meal Time Slots

Friday May 22

- 6 - 8pm

Suggested Food/Beverage

- Lighter fare such as snacks, desserts, fruit, soda

Saturday May 23

- 10am - 12pm
- 2 - 4pm
- 6 - 8pm

Suggested Food/Beverage

- Lighter fare such as snacks, desserts, fruit, soda

Don't forget the fun part of the suite! 😊

If your group wants to do/provide creative items like “bling your name badge” we would love that. Your Committee contact can help your group determine what would be best for the event and suite if you want to do something fun & interactive for event attendees.

Additional Items Provided by the Steering Committee for the suite

- Decorations
- LGBTQ Alcoholics in A.A. pamphlets
- Info about how to get involved with the Steering Committee, suite, and participating groups.
- Seventh Tradition collection to support unplanned expenses and the next event.

💬 If You Encounter Issues

Please contact the Steering Committee as soon as possible if your group cannot fulfill your commitment.

We look forward to celebrating with you—see you at Gopher State!

Twin Cities LGBTQIA+ & Friends Steering Committee